



# STAFF REPORT

## SAUSALITO CITY COUNCIL

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### AGENDA TITLE:

Receive and file status report on the codification of the Municipal Code

### RECOMMENDED MOTION:

Receive and file status report

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### SUMMARY

In 2009, Council authorized staff to pursue acquiring professional services for the codification of our Municipal Code. Through a Request for Proposals process, Code Publishing was selected to codify our Municipal Code.

In mid-2010, we received a draft Municipal Code, along with approximately 100 questions requiring clarification in many sections of the Code. At the same time, Code Publishing began their legal review of this draft document.

In November, the legal review was delivered to the City. The purpose of this legal review was to provide the City the opportunity to review aspects of our ordinances that we might wish to update during the codification process. In Code Publishing's legal analysis, they reviewed the Sausalito Municipal Code for compliance with constitutional law. They compared ordinance sections with their State Code counterparts for accuracy and currency. They cross-checked ordinances against each other to make sure there were no duplications. Every citation within these ordinances was checked for currency and accuracy. Code Publishing ear-marked bond and insurance requirements so that the City could review these for sufficiency. Penalty provisions were reviewed where necessary for appropriateness. If a provision appeared to have become outdated, they so indicated. And finally, where efficiency of enforcement and ease of retrieval suggested that an ordinance might be relocated to a different location within the code, those suggestions were made. This document is now under review by the City Attorney.

Should amendments be required to correct any issues addressed above, the appropriate documents will be brought forward to Council for discussion and approval.

Staff still anticipates that the codification process will be completed by June 30.

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**FISCAL IMPACT**

Costs for the codification of the Municipal Code have been appropriately budgeted.


**STAFF RECOMMENDATIONS**

Receive and file

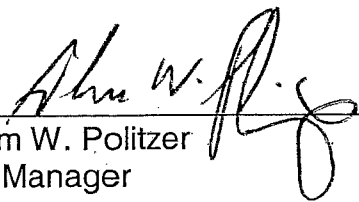
**ATTACHMENTS**

None

**PREPARED BY:**

  
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Debbie Pagliaro  
Assistant to the City Manager/City Clerk

**SUBMITTED BY:**

  
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Adam W. Politzer  
City Manager

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